

## **WARREN COUNTY BOARD OF SUPERVISORS**

COMMITTEE: **PERSONNEL**

DATE: **MAY 7, 2008**

**Committee Members Present:**

Supervisors      Thomas  
                         Kenny  
                         Belden  
                         Stec  
                         Sokol  
                         Tessier

**Committee Member Absent:**

Supervisor      Haskell

**Others Present:**

Frederick Monroe, Chairman  
Hal Payne, Commissioner of Administrative  
                         and Fiscal Services  
Joan Sady, Clerk of the Board  
JoAnn McKinstry, Deputy Commissioner of  
                         Administrative and Fiscal Services  
Trish Nenninger, Second Assistant County  
                         Attorney  
Kevin Geraghty, Budget Officer  
Supervisor Bentley  
Supervisor Champagne  
Supervisor O'Connor  
Supervisor VanNess  
Candace Kelly, Director, Office for the  
                         Aging  
Richard Kelly, Personnel Officer  
Todd Lunt, Director, Human Resources  
William Lamy, Superintendent, DPW  
Pam Vogel, County Clerk  
Bud York, Sheriff  
Shane Ross, Chief Deputy  
Robert Swan, Undersheriff  
Nicole Livingston, Deputy Clerk

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Mr. Thomas called the Personnel Committee meeting to order at 9:00 a.m.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to approve the minutes of the April 9, 2008 Committee meeting, subject to correction by the Clerk.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Commencing the Agenda review, Mr. Thomas apprised Item 1 was a referral from the County Clerk-Motor Vehicles Committee, requesting to fill the vacant position of Legal Recording Clerk, base salary of \$27,559, Grade 7, Employee No. 9607, due to resignation.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve Item 1 as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas stated Item 2 was a referral from the Human Services Committee, Office for the Aging, requesting to fill the vacant position of Supervisor of Volunteers, base salary of \$22,503, Grade 2, Employee No. 10867, due to resignation.

Candace Kelly, Director of the Office for the Aging, explained that this position was responsible for coordinating the meals that were delivered out of the Cedars and also provided the back-up for the New World System.

Motion was made by Mr. Kenny, seconded by Mr. Stec and carried unanimously to approve Item 2 as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mrs. Kelly exited the meeting at 9:02 a.m.

Mr. Thomas expounded Items 3A through D were referrals from the Public Works Committee, DPW, and he listed them as follows:

- A) Request to fill the vacant position of Highway Construction Supervisor II #3, base salary of \$35,587, Grade 16, Employee No. 280, due to retirement;
- B) Request to fill the vacant position of Heavy Equipment Operator, base salary of \$28,697, Grade 8, Employee No. to be determined, due to promotion;
- C) Request to fill the vacant position of Motor Equipment Operator (MEO)-Medium, base salary of \$27,559, Grade 7, Employee No. to be determined, due to promotion; and
- D) Request to fill the vacant position of MEO-Light, base salary of \$25,032, Grade 5, Employee No. to be determined, due to promotion or new hire.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to approve Items 3A through D as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Chairman Monroe entered the meeting at 9:04 a.m.

Mr. Thomas advised Items 4A through C were referrals from the Social Services Committee. He listed the requests as follows:

- A) Increasing the base salary of the Deputy Commissioner of Social Services from the former base salary of \$60,000 to the current base salary of \$76,539, effective May 27, 2008 through June 1, 2008; thereby amending the Department's Table of Organization. He noted that the request was presented in order to hire the new Commissioner of Social Services as a Deputy Commissioner of Social Services until the retirement of the current Commissioner and that the Salary would return to \$60,000 when the new Commissioner was appointed on June 1, 2008;
- B) Request to fill the vacant position of Deputy Commissioner of Social Services, base salary of \$76,539, effective May 27, 2008 through June 1, 2008; and
- C) Appointing Sheila Weaver as Commissioner of Social Services, base salary of \$76,539, effective June 1, 2008 through May 31, 2013.

Hal Payne, Commissioner of Administrative and Fiscal Services, explained that the newly hired Commissioner of Social Services would temporarily be filling the position of Deputy Commissioner from May 27<sup>th</sup> through June 1<sup>st</sup>, until the retirement of the current Commissioner which would take place on May 31<sup>st</sup>.

Motion was made by Mr. Tessier, seconded by Mr. Kenny and carried unanimously to approve Items 4A through C as outlined above, and the necessary resolutions were authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Bentley entered the meeting at 9:06 a.m.

Mr. O'Connor mentioned that there had been discussions about the current Commissioner, Robert Phelps, returning after his retirement to assist the new Commissioner with the transition and he questioned if that scenario would take place. Mr. Payne replied that Mr. Phelps did agree to that and he would be paid at his current hourly rate, which was \$39.29, with a maximum amount to be paid set at \$5,000, which translated to one hundred twenty-seven hours.

Mr. O'Connor further questioned if the current Confidential Secretary had agreed to offer the same service following her retirement and Mr. Payne responded in the negative.

Discussion ensued as to the title Mr. Phelps would assume after his retirement. Rich Kelly, Personnel Officer, suggested that Mr. Phelps assume the position of Deputy Commissioner at an hourly rate and a dollar amount determined not to be exceeded.

Motion was made by Mr. Tessier, seconded by Mr. Kenny and carried unanimously to authorize Mr. Phelps to assume the position of Deputy Commissioner following his retirement.

Mr. Thomas informed the Committee that there was an Addendum to the Personnel Agenda which related to the Department of Social Services and should be addressed at this time. He advised Items 1A and B of the Addendum were referrals from the Social Services Committee, and he listed the requests as follows:

- A) Decreasing the base salary of the Confidential Secretary from the former base salary of \$35,627 to the current base salary of \$33,000, effective June 1, 2008; thereby amending the Department's Table of Organization; and
- B) Request to fill the vacant position of Confidential Secretary, base salary of \$33,000, Employee No. 6340, due to retirement, effective June 1, 2008.

Motion was made by Mr. Stec, seconded by Mr. Tessier and carried unanimously to approve Addendum Items 1A and B as outlined above. The necessary resolution was authorized for the next board meeting and a copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Payne referred to the previous motion in which it was authorized for Mr. Phelps to assume the title of Deputy Commissioner following his retirement. He noted that the salary was set in the budget at \$60,000, whereas Mr. Phelps would be paid at his current hourly rate of \$39.29; therefore, he said, the salary schedule would need to be amended to reflect an hourly wage as opposed to an annual salary.

Mr. Tessier amended his motion which authorized Mr. Phelps to assume the position of Deputy Commissioner to include amending the salary schedule from the former base salary of \$60,000 to an hourly rate of pay set at \$39.29 and for a maximum amount not to exceed \$5,000, effective June 1, 2008. Mr. Kenny seconded the amended motion. Mr. Thomas called the question and the amended motion carried unanimously. The necessary resolution was authorized for the next board meeting.

Returning to the Agenda review, Mr. Thomas advised Item 5 was a request from Sheriff York to address the Committee regarding the filling of vacant positions.

Sheriff York stated he would have five patrol positions vacated due to retirements in the near future and he questioned if the Committee was considering removing those positions from his budget. Chairman Monroe clarified this topic had not been discussed at Committee level; however, he said, the Budget Officer had requested that Supervisors provide ideas on how to control the 2009 Budget. He added that a reduction in patrol positions was suggested as a means to reduce the 2009 Budget; although, he reiterated, that it had not been discussed by the Personnel Committee.

Mr. VanNess entered the meeting at 9:15 a.m.

Sheriff York apprised he was willing to work with the Committee to discuss ideas for reducing the Budget; however, he said, he did not feel reducing the patrol positions would be the answer. Mr. Stec noted that half of the Budget consisted of personnel costs and stated that the Supervisors were just looking for ideas to assist in reducing the Budget.

Discussion ensued.

Mr. Champagne entered the meeting at 9:23 a.m.

Following discussions, Mr. Belden thanked Sheriff York for coming to the Committee with his concerns.

Continuing the Agenda review, Mr. Thomas said Item 6 was a request from Richard Kelly, Personnel Officer, to attend the New York State Public Employees Labor Relations Association Conference on July 21-23, 2008 in Saratoga Springs.

Motion was made by Mr. Kenny, seconded by Mr. Stec and carried unanimously to approve Item 6 as outlined above. A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.

Mr. Thomas advised Items 7A through C were requests from Todd Lunt, Director of Human Resources, to address the Committee. He noted Item 7A was regarding the Policy concerning paid leave of absence for employees during a declared State of Emergency.

Mr. Lunt stated that the aforementioned policy had been prepared and finalized, and was attached for the Committee's review. He added that the four employees that assisted during the emergency in the Town of Hague had been credited their leave time as previously agreed upon by the Committee.

Motion was made by Mr. Kenny, seconded by Mr. Belden and carried unanimously to adopt the County Policy concerning paid leave of absence for employees during a declared State of Emergency as presented and the necessary resolution was authorized for the next board meeting.

Mr. Lunt said Item 7B was regarding the filling of the Keyboard Specialist position or reclassification of the position. He provided a history of the position of Keyboard Specialist and noted it was an entry level position, Grade 3, with a base salary of \$22,988. He added that it was a civil service tested position and there was a list of eligible candidates to choose from. Mr. Lunt expounded that the problem with an entry level position was that it was a starting point for an individual to obtain experience in the County, and the trend had been for an employee to transfer to a higher grade level position when they became available. He informed the Committee that he had researched different options on how he could proceed with this vacancy. One option, he advised, would be to reclassify the position to a Human Resource Assistant; however, he said, a problem with that was there was not an eligibility list to choose from. Therefore, he added, after he interviewed and hired an individual, the employee would be subject to an open competitive test. Mr. Lunt said the problem would be that if the employee did not score in the top three on the exam, he would have to let the individual go and start the hiring process all over again. The other option that was presented, he apprised, was the reclassification of the position to an Administrative Assistant, Grade 8, with a base salary of \$28,697, and required qualifications and secretarial experience. Mr. Lunt reported that the position in his Office was a resource to the entire County and needed more experience than a Keyboard Specialist.

Mr. Champagne agreed that the position of a Keyboard Specialist was an entry level position and that Mr. Lunt needed an individual that had experience and would remain on his staff due to the vital nature of the Human Resources Department to the County.

Motion was made by Mr. Tessier, seconded by Mr. Sokol and carried unanimously to reclassify the position of Keyboard Specialist to an Administrative Assistant with a base salary of \$28,697. The necessary resolution was authorized for the next board meeting, and a copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

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Mr. Thomas noted Item 7C was a request for Mr. Lunt to attend the New York State Public Employees Labor Relations Association Conference on July 21-23, 2008 in Saratoga Springs.

Motion was made by Mr. Kenny, seconded by Mr. Stec and carried unanimously to approve Item 7C as outlined above. A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.

Mr. Stec announced that the Town of Queensbury was in the process of developing a policy to perform background checks on new hires. He offered assistance to the County if it was determined that the County would be interested in implementing a similar policy. He also stated that the Town had initiated a "Whistle Blower Policy" which consisted of a confidential box that the public could anonymously report any theft or inappropriate use of County resources. Mr. Stec advised he would forward Mr. Payne the information regarding the topics he presented.

Prior to adjournment, Mr. Thomas announced an executive session was necessary to discuss the employment history of a particular individual.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 9:35 a.m. to 10:02 a.m.

Committee reconvened. Mr. Thomas stated no action was necessary pursuant to the executive session.

Mr. Thomas apprised it was necessary to return to the discussion of Mr. Phelps assuming the position of Deputy Commissioner following his retirement. He said a new position was needed in order to avoid future problems with the salary of the position for the Deputy Commissioner. He added that it was recommended to amend the previous motion and to authorize retaining the services of Mr. Phelps as Social Services Consultant, at the hourly rate and maximum amount as outlined in the previous motion.

Motion was made by Mr. Stec, seconded by Mr. Tessier and carried unanimously to authorize retaining the services of Mr. Phelps as Social Services Consultant, at an hourly rate of pay of \$39.29, for a maximum amount not to exceed \$5,000. The necessary resolution was authorized for the next board meeting.

There being no further business to come before the Committee, on motion made by Mr. Belden and seconded by Mr. Sokol, Mr. Thomas adjourned the meeting at 10:05 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk